

**DEPARTMENT OF MOTOR VEHICLES**

**Motor Carrier Division**  
P.O. BOX 932320  
SACRAMENTO, CA 94232-3200



Date: February 4, 2009

To: All IRP Account Holders and Registration Service Agents

From: Department of Motor Vehicles

Subject: Vehicle Identification Number (VIN) Requirements

Effective January 1, 2009, a form of VIN verification is required for each power vehicle being registered in California for the first time under the International Registration Plan (IRP).

If the vehicle **does not** have a California record, one of the following documents is needed:

- Vehicle Verification Form (REG. 31) completed by a California DMV employee, California licensed vehicle verifier, or a regularly employed peace officer. (Only regularly employed peace officers may complete the REG. 31 when the vehicle is located outside of California)

If the vehicle **does** have a California record, one of the following documents is needed:

- Vehicle Verification Form (REG. 31) completed by a California DMV employee, California licensed vehicle verifier, or a regularly employed peace officer. (Only regularly employed peace officers may complete the REG. 31 when the vehicle is located outside of California)
- A legible photocopy of the last issued vehicle ownership certificate (California Title).
- A copy of the last issued California registration card if the vehicle has a paperless title, lien holder on record, or goldenrod (registration only) registration along with a Statement of Facts (Reg. 256) explaining the reason why the title is not available.
- A California VIN record printout if the vehicle has a paperless title, lien holder on record, or goldenrod (registration only) registration along with a Statement of Facts (Reg. 256) explaining the reason why the title is not available.

The following documents are **not** acceptable forms of VIN verification:

- Manufacturer's Certificate of Origin
- Notarized Bill of Sale
- Last issued base state cab card
- Vehicle registration certificate (unless the vehicle has a California record and meets the requirements above)

The 2009 IRP Handbook has been revised to reflect the new VIN verification requirements. Indicia will not be issued until all requirements are met.

If you have any questions regarding this memo, please contact the IRP Operations Section at (916) 657-7971, during business hours of 8:00 to 5:00 p.m. PST, Monday Tuesday, Thursday and Friday, 9:00 to 5:00 p.m. on Wednesdays.

*Original Signed*

CRAIG HANSON, Deputy Director  
Motor Carrier Division